

**United States District Court and United States Probation Office
District of Kansas
Vacancy Announcement #KC06-8**

Position: Manager of Consolidated Administrative Services
Announcement: KC06-8
Location: Kansas City, Kansas
Issue Date: September 21, 2006
Closing Date: Open Until Filled

Classification Level/Salary Range

CL 29/25 - CL 31/61 (\$74,074 - \$133,871)

Position Overview

This position oversees the management of the administrative consolidated services for the U.S. District Court and the U.S. Probation Office for the District of Kansas. The incumbent is responsible for the supervision, oversight, and successful operation of automation, finance and budget, purchasing and procurement, and space and facilities. Other responsibilities include the evaluation of practices and procedures, formulation of cost-effective policies and guidelines, and related research and statistical analyses. This position reports directly to the Clerk of Court. Travel to divisional offices, as well as travel for nationally held court related meetings is required.

Qualification Requirements

At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; and, a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court. Preference will be given to individuals with an advanced degree in management or a related field. At least one year of this experience must have been at or equivalent to work at the CL-28 level. More than one year of specialized experience at or equivalent to work at the CL-28 level is required for placement at salary levels above the minimum. Applicant must be a U.S. citizen or eligible to work in the United States.

Employee Benefits

1. 13 days paid vacation for the first three years.
 2. 20 days paid vacation after three years.
 3. 26 days paid vacation after fifteen years.
 4. 13 days paid sick leave per year.
 5. 10 annual paid holidays.
 6. Choice of healthcare coverage from a wide variety of plans.
 7. Life Insurance options.
 8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
 12. Free indoor parking.
 13. Free onsite fitness center.
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How to Apply

Submit cover letter, resume and salary history to:

U.S. District Court
Attn. Human Resources, KC06-8
500 State Avenue, room 259
Kansas City, KS 66101
Fax: 913-551-1425

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

For more information on the District of Kansas, please visit our website at www.ksd.uscourts.gov